

GENERAL ELECTION CALENDAR - NOVEMBER 2, 2004

All section references are to the California Elections Code unless stated otherwise. Gov't Code references the California Government Code, Ed. Code references the California Education Code.

June 25 (E-130)	<u>CONSOLIDATION OF ELECTIONS - SCHOOLS - NOTICE</u> Last day for county superintendent of schools to notify governing boards in writing that consolidated election is required to be held. Applies when there are two or more school districts of any type in the same area. Ed. Code §5323, §5340
June 30 (E-125)	<u>BOUNDARY MAP</u> Last day for secretary of special district to file with the Registrar of Voters a map showing the boundaries of the district and divisions, if any, and a statement indicating in which divisions a director is to be elected and whether the directors will be elected at large or by division. §10522
June 30 (E-125)	<u>NOTICE OF ELECTIVE OFFICES</u> District Secretary's Transmittal form must be filed with the Registrar of Voters by this date. The notice shall bear the secretary's signature and the district seal and must contain: (a) The elective offices of the district to be filled at the next general district election, specifying which offices, if any, are for the balance of an unexpired term. (b) Whether the district or the candidate is to pay for the publication of a candidate's statement of qualifications pursuant to section 13307. §10509
July 2 (E-123)	<u>SPECIFICATIONS OF ELECTION ORDER</u> At least 123 days before the election, the governing board of the school district shall, by resolution delivered to the county superintendent of schools and the Registrar of Voters, indicating: (a) The date of the election. (b) The purpose of the election. Ed. Code §5320, §5322
July 5* (E-120)	<u>DELIVER NOTICE OF ELECTION TO THE REGISTRAR OF VOTERS</u> At least 120 days prior to the date of the election the county superintendent of schools shall deliver to the Registrar of Voters, copies of the order of election and the formal notice of election. Ed. Code §5324, §5325
July 5 thru August 4 (E-120-90)	<u>NOTICE OF ELECTION</u> The Registrar of Voters must publish once in a newspaper of general circulation the Notice of Election. The notice shall contain the date of the election; the name of the offices for which candidates may be nominated; the qualifications for each office; when and where nomination papers may be obtained; and that appointment to each elective office will be made as prescribed by Elections Code Section 10515 in the event there are no nominees or an insufficient number of nominees for such office and a petition for an election is not filed within the time period prescribed by Elections Code Section 10515. The Registrar of Voters shall deliver a copy of the published notice to each special district secretary, who shall post it. §12112, §12113, Ed. Code §5363

**In most cases, if the last day falls on a Saturday, Sunday or holiday, use next business day.*

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**July 5
thru
August 4**
(E-120-90)

GENERAL PRESS RELEASE Between these dates the Registrar of Voters shall issue a general press release which shall set forth the district elective offices to be filled and a telephone number that voters may use to obtain information. §12112

**July 12
thru
August 6**
(E-113-88)

NOMINATION PERIOD Declaration of candidacy forms for all district offices may be obtained from and must be filed with the Registrar of Voters office from **July 12, 2004 through August 6, 2004, 5:00 p.m.** §10510, §10603

EXCEPTION: If an incumbent who is eligible for reelection fails to file a declaration of candidacy by August 6, the filing period is extended to August 11, 2004 for all qualified persons other than the incumbent. §10516, §10604

**July 12
thru
August 6**
(E-113-88)

CANDIDATE'S STATEMENT OF QUALIFICATIONS Each candidate may prepare a statement on a form provided by the Registrar of Voters. The statement may contain no more than 200 words, unless the governing body of the local agency has authorized the statement to contain 400 words. The statement must be filed at the same time the declaration of candidacy is filed. The statement may be withdrawn, but not changed, during the nomination period and until 5:00 p.m. of the next working day after the close of the nomination period. §13307

If the nomination period is extended because an incumbent eligible for reelection failed to file a declaration of candidacy, candidates filing during the extended filing period may file a candidate's statement. The next working day after the close of the extended filing period for the office is the last day that a candidate's statement may be withdrawn. A candidate's statement may not be changed. §10516, §10604, §13307(a)(3)

The Registrar of Voters will estimate the total cost of printing and handling the candidate's statements and will require each candidate filing a statement to pay in advance his/her estimated pro rata share as a condition of having his/her statement included in the voter's pamphlet. This amount must be paid at the time the candidate's statement is filed. If there is an underpayment, the candidate shall be required to pay the balance of the cost incurred. Overpayments will be refunded within 30 days of the election. §13307

The candidate's statement is confidential until after the expiration of the filing period. Copies of all candidate's statements will be available for public inspection at the Registrar of Voters office for 10 calendar days prior to being submitted for printing. §13311, §13313

July 31*
(E-94)

SEMI-ANNUAL CAMPAIGN DISCLOSURE STATEMENTS DUE
The last day to file semi-annual campaign disclosure statements by all elected officers, candidates, and committees for the period of January 1, 2004 through June 30, 2004. GC §84200

**In most cases, if the last day falls on a Saturday, Sunday or holiday, use next business day.*

GENERAL ELECTION CALENDAR - NOVEMBER 2, 2004

- August 6**
(E-88) **LAST DAY TO REQUEST CONSOLIDATION OF ELECTION WITH GENERAL ELECTION** Resolution requesting consolidation with general election must be filed no later than this date with the Registrar of Voters.
§10403, Ed. Code §5342
- August 6**
(E-88) **DEADLINE - OF FILING DECLARATIONS OF CANDIDACY AND CANDIDATES' STATEMENTS** Last day to file declarations of candidacy and candidates' statements with the Registrar of Voters.
§10510, §10603, §13307
- EXCEPTION:** If the filing period is extended because the incumbent failed to file a declaration of candidacy, the deadline is extended until **August 11, 2004, 5:00 p.m.**
§10516, §10604
- August 6**
(E-88) **LAST DAY FOR SCHOOL OR SPECIAL DISTRICT CANDIDATES TO WITHDRAW** No candidate shall withdraw his/her declaration of candidacy after **5:00 p.m.** on the 88th day prior to the election unless the filing period has been extended until the 83rd day, in which case a candidate has until **August 11, 2004 5:00 p.m.** to withdraw. §10510, §10516, §10603, §10604
- August 7**
thru
August 11
(E-87-83) **EXTENSION OF FILING PERIOD IF INCUMBENT FAILS TO FILE**
If an incumbent, eligible for reelection, fails to file his/her declaration of candidacy by August 6, there is a 5-day extension allowed for any person other than the incumbent to file for such office.
- NOTE:** There is no extension of the filing period for any office where there is no incumbent eligible to be elected.
§10516, §10604
- August 7**
thru
August 16
(E-87-78) **PUBLIC REVIEW PERIOD FOR CANDIDATES' STATEMENTS OF QUALIFICATIONS** Public review period for candidate's statements, and direct arguments for and against measures. §13313
- August 11**
(E-83) **PETITION TO HOLD ELECTION** Last day, if nominees do not exceed offices to be filled, to file with the Registrar of Voters a petition requesting the election to be held. Petition must be signed by 10 percent of the voters or 50 voters, whichever is the smaller number, in the district or division.
§10515, Ed. Code §5326
- August 12**
(E-82) **RANDOMIZED ALPHABET DRAWING** On this day the Secretary of State shall conduct a drawing of the letters of the alphabet, the result of which shall be known as the randomized alphabet, to determine the order in which candidates appear on the general election ballot.
- The Registrar of Voters shall also conduct a drawing of the letters of the alphabet to determine the ballot order for candidates for legislative offices when the district includes more than one county. §13111(i), §13112

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GENERAL ELECTION CALENDAR - NOVEMBER 2, 2004

August 12 thru August 21* (E-82-73)	<u>PUBLIC REVIEW FOR CANDIDATES' STATEMENTS OF QUALIFICATIONS</u> Public review period where candidate's statements are filed during the extended filing period. §13313
August 17 thru August 26 (E-77-68)	<u>PUBLIC REVIEW PERIOD FOR REBUTTAL ARGUMENTS</u> Public review period for rebuttal arguments.
September 3 thru November 2 (E-60-0)	<u>LIST OF ABSENTEE VOTERS</u> First day computer tapes are available for purchase indicating all voters who have been issued an absentee ballot.
September 6 thru October 19 (E-57-14)	<u>WRITE-IN CANDIDATES</u> First day nomination papers are available for a write-in candidate. Must be filed by October 19, 2004, 5:00 p.m. §8601
September 23 thru October 12 (E-40-21)	<u>SAMPLE BALLOT MAILING - STATE BALLOT PAMPHLET MAILING</u> Between these dates sample ballot pamphlets will be mailed by the Registrar of Voters. State ballot pamphlets will be mailed directly to voters by the Secretary of State. §9094, §13303
October 4 thru October 26 (E-29-7)	<u>ABSENTEE VOTING</u> Applications for absentee ballots available from the Registrar of Voters during this period. Applications must be received by the Registrar of Voters by October 26, 2004. §3001, §3003
October 5 (E-28)	<u>FIRST PRE-ELECTION CAMPAIGN DISCLOSURE STATEMENTS DUE</u> The last day to file campaign disclosure statements for candidates and committees covering the period July 1 through September 30, 2004. GC §84200.5, §84200.7(a)
October 17 thru November 1 (E-16-1)	<u>LATE CAMPAIGN CONTRIBUTION REPORTING PERIOD</u> Contributions received of \$1,000 or more per source must be reported within 24 hours during this period from October 17 through November 1, 2004. GC §84203
October 18 (E-15)	<u>LAST DAY TO REGISTER TO VOTE IN GENERAL ELECTION</u> Closing date of voter registration for this election. §2102, §2107
October 19 (E-14)	<u>DEADLINE FOR WRITE-IN CANDIDATES TO FILE</u> Last day for write-in candidate to file a statement of write-in candidacy and a declaration of candidacy with the Registrar of Voters by 5:00 p.m. §8601

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GENERAL ELECTION CALENDAR - NOVEMBER 2, 2004

October 21 (E-12)	<u>SECOND PRE-ELECTION CAMPAIGN DISCLOSURE STATEMENTS DUE</u> The last day to file campaign disclosure statements for candidates and committees covering the period from October 1 through October 16, 2004. GC §84200.5, §84200.7(a)
October 27 thru November 2 (E-6-0)	<u>ABSENTEE VOTING - EXTENDED PERIOD</u> During this period absentee ballots are available when a voter's condition prevent voting at polling place. Written application signed under penalty of perjury is required unless the absent voter's ballot is voted in the Registrar of Voters office §3021
November 2 (E-0)	<u>ELECTION DAY</u> Polls will be open from 7:00 a.m. to 8:00 p.m. Ballots will be centrally counted at the Registrar of Voters office. §10541, §14212, §15260
November 2 (E-0)	<u>ABSENT VOTER BALLOTS RETURNED</u> Deadline for the Registrar of Voters to receive absentee ballots by mail or in person is November 2, 2004, 8:00 p.m. A voter may deliver his/her absentee ballot in person to any polling place in the county by the close of the polls on election day. §3017
November 4 (E+2)	<u>COMMENCE OFFICIAL CANVASS OF ELECTION RETURNS</u> Registrar of Voters will commence canvassing votes. §10547, §15301
November 30 (E+28)	<u>CANVASS OF OFFICIAL RETURNS MUST BE COMPLETED BY THIS DATE</u> Registrar of Voters to prepare Certified statement of results. §15372
November 30 (E+28)	<u>CERTIFICATE OF ELECTION</u> The Registrar of Voters shall make and deliver to each person elected, a certificate of election signed by the Registrar of Voters. §10553, §15401
December 3 (E+31)	<u>DATE OF TAKING OFFICE</u> Elected school and community college governing board members take office on the first Friday in December after the general election. Ed. Code §5017 Special district officers, elected or appointed, take office at noon on this day, after taking the official oath and executing such bond as may be required. §10554
January 3, 2005 (E+62)	<u>DATE OF TAKING OFFICE</u> Elected directors of Municipal Water District take office at noon on the first Monday after January 1st succeeding their election. Water Code §71253, GC §24200
January 31, 2005 (E+90)	<u>SEMI-ANNUAL CAMPAIGN DISCLOSURE STATEMENTS DUE</u> Last day to file semi-annual campaign disclosure statements for all candidates and committees for the period from October 17 through December 31, 2004. GC §84200

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**SCHOOL DISTRICT OFFICES FOR WHICH CANDIDATES ARE TO BE ELECTED
NOVEMBER 2, 2004**

COMMUNITY COLLEGE DISTRICTS

NUMBER TO BE ELECTED

Coast	1 Member each, Trustee Areas 2, 3, 4
North Orange County	2 Members, Trustee Area 1
	1 Member each, Trustee Areas 3, 4
Rancho Santiago	3 Members each, Trustee Area 1
	1 Member, Trustee Area 3
South Orange County	1 Member each, Trustee Areas 1, 3, 6, 7

HIGH SCHOOLS DISTRICTS

Anaheim Union	2 Members
Fullerton Joint Union	2 Members
Huntington Beach Union	2 Members

UNIFIED DISTRICTS

Brea-Olinda Unified	3 Members Full Term
	1 Member, Unexpired Term
Capistrano Unified	1 Member each, Trustee Areas 1, 2, 3, 5
Garden Grove Unified	3 Members
Irvine Unified	3 Members
Laguna Beach Unified	2 Members
Los Alamitos Unified	3 Members, Full Term
	1 Member, Unexpired Term
Newport-Mesa Unified	1 Member each, Trustee Areas 1, 3, 6
Orange Unified	1 Member each, Trustee Areas 2, 3, 6
Placentia-Yorba Linda Unified	3 Members
Saddleback Valley Unified	3 Members
Santa Ana Unified	3 Members
Tustin Unified	3 Members

ELEMENTARY SCHOOL DISTRICTS

Anaheim City	2 Members
Buena Park	2 Members
Centralia	2 Members
Cypress	2 Members
Fountain Valley	2 Members
Fullerton	2 Members
Huntington Beach City	2 Members, Full Term
	1 Member, Unexpired Term
La Habra City	2 Members, Full Term
	1 Member, Unexpired Term
Lowell Joint	2 Members, Full Term
	1 Member, Unexpired Term
Magnolia	2 Members
Ocean View	2 Members
Savanna	2 Members
Westminster	2 Members

**SPECIAL DISTRICT OFFICES FOR WHICH CANDIDATES ARE TO BE ELECTED
NOVEMBER 2, 2004**

COMMUNITY SERVICES DISTRICTS

Capistrano Bay Community Services District	2 Directors
Emerald Bay Service District	2 Directors
Rossmoor Community Services District	3 Directors
Surfside Colony Community Services District	1 Director
Three Arch Bay Community Services District	3 Directors

IRRIGATION DISTRICT

Serrano Water District	1 Director each, Division 2, 3, 5
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PARK AND RECREATION DISTRICT

Silverado-Modjeska Park and Recreation District	2 Directors
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SANITARY DISTRICTS

Costa Mesa Sanitary District	2 Directors
Midway City Sanitary District	2 Directors, Full Term 1 Director, Unexpired Term
Sunset Beach Sanitary District	3 Directors

STORM WATER PROTECTION DISTRICT

Surfside Colony Storm Water Protection District	3 Directors
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CALIFORNIA WATER DISTRICTS

El Toro Water District	3 Directors
Irvine Ranch Water District	3 Directors
Moulton Niguel Water District	1 Directors each, Division 1, 5, 6, 7
Santa Margarita Water District	3 Directors

COUNTY WATER DISTRICTS

East Orange County Water District	2 Directors
Rossmoor/Los Alamitos Area Sewer District	3 Directors, Full Term 1 Director, Unexpired Term
Mesa Consolidated Water District	1 Director each, Division 1, 2, 3
Santiago County Water District	3 Directors
South Coast Water District	3 Directors
Trabuco Canyon Water District	2 Directors, Full Term 1 Director, Unexpired Term
Yorba Linda Water District	2 Directors

INDEPENDENT WATER DISTRICT

Orange County Water District	1 Director each, Division 2, 3, 4, 6
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MUNICIPAL WATER DISTRICT

Municipal Water District of Orange County	1 Director each, Division 3, 4, 6, 7
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LIBRARY DISTRICTS

Buena Park Library District	3 Directors
Placentia Library District	3 Directors

GENERAL QUALIFICATIONS TO RUN FOR PUBLIC OFFICE

A Candidate must be:

- 1. 18 years old by election day;**
- 2. a citizen of the State;**
- 3. a registered voter at the time nomination papers are issued, and, unless otherwise specifically provided, qualified to vote for the office;**
- 4. eligible to take the oath of office and be able to be bonded in the amounts provided for by statute.**

A Candidate may not have been convicted of designated crimes specified in the Constitution and laws of the State.

A person is not eligible to be elected or appointed to a county or district office unless he/she is a registered voter of the county or district in which the duties of the offices are to be exercised at the time that nomination papers are issued to the person or at the time of the person's appointment. GC §24001

Unless otherwise specifically provided, no person is eligible to be elected or appointed to an elective office unless that person is a registered voter and otherwise qualified to vote for that office at the time that nomination papers are issued to the person or at the time of the person's appointment. §201

Notwithstanding any other provision of law, a public officer who is a minor shall have the rights and liabilities of an adult, both civil and criminal, with regard to his/her official duties, and a candidate for nomination or election to public office who is a minor shall have the rights and liabilities of an adult, both civil and criminal, with regard to his/her activities as a candidate. GC §275.2

Successful candidates must qualify for office by taking the oath of office and be able to be bonded in the amounts provided for by statute, by the presiding judge of the Superior Court, and/or by judges of the Superior Court. CA Constitution, Art. XX, §3; GC §1450, §1458

A person is incapable of holding a civil office if at the time of his/her election or appointment he/she is not 18 years of age and a citizen of the State. GC §1020

A person is disqualified from holding any office upon conviction of designated crimes as specified in the Constitution and laws of the State. GC §1021

The declaration of candidacy form to be completed by the candidate includes a statement that he/she meets the statutory and constitutional qualifications for the office and that he/she will accept the office. §10511

SPECIAL QUALIFICATIONS FOR SCHOOL BOARD MEMBER

- (a) Any person who is 18 years of age or older, a citizen of the State, a resident of the school district, a registered voter, and who is not disqualified by the Constitution or laws of the State from holding a civil office, is eligible to be elected or appointed a member of a governing board of a school district without further qualifications.
- (b) An employee of a school district may not be sworn into office as an elected or appointed member of that school district's governing board unless and until he or she resigns as an employee. If the employee does not resign, the employment will automatically terminate upon being sworn into office. Ed. Code §35107

In addition to the above, a candidate for a school district having trustee areas must be a resident of the trustee area for which he/she is a candidate. Ed. Code §5030

APPOINTMENT OF SCHOOL BOARD MEMBERS

If a school district or community college district election is not held because of a condition listed in section 5326 of the Education Code, the qualified person or persons nominated shall be seated at the organizational meeting of the board, or if no person has been nominated or if an insufficient number is nominated, the governing board of the district shall appoint a qualified person or persons, as the case may be, at a meeting prior to the day fixed for the election, and such appointee or appointees shall be seated at the organizational meeting of the board as if elected at a school district or community college district election. Ed. Code §5328

APPOINTMENT OF SPECIAL DISTRICT NOMINEES

If a district election is not held because of a condition listed in Elections Code Section 10515, the Registrar of Voters shall submit a certificate of these facts to the supervising authority and request that the supervising authority, at a regular or special meeting held prior to the Monday before the first Friday in December in which the election is held, appoint to such office or offices the person or persons, if any, who have filed declarations of candidacy. The supervising authority shall make such appointments. If no person has filed a declaration of candidacy for any office, the supervising authority shall appoint any person to the office who is qualified on the date when the election would have been held. The person appointed shall qualify and take office and serve exactly as if elected at the general district election for such office. §10515

**SPECIAL QUALIFICATIONS FOR HOLDING OFFICE
AND VOTING WITHIN SPECIAL DISTRICTS**

COMMUNITY SERVICES DISTRICTS

DIRECTOR - Shall be a "registered elector" (registered voter) residing within the district.
VOTER - Shall be a registered voter in the district. GC §61016, §61200

IRRIGATION DISTRICTS

DIRECTOR - Shall be a registered voter and a landowner in the district and a resident of the division represented through his or her entire term.
VOTER - Shall be a registered voter in the district or division, if any.
Water Code §21100, §21551, Calif. Cons. Art. II.2

PARK AND RECREATION DISTRICTS

DIRECTOR - Shall be a qualified registered voter in the district.
VOTER - Shall be a registered voter in the district. Pub. Res. Code §5784

SANITARY DISTRICTS

DIRECTOR - Shall be a "resident elector" (registered voter) in the district.
VOTER - Shall be a registered voter in the district. Health & Safety Code §6464, §6561

STORM WATER DISTRICT

TRUSTEE - Shall be a freeholder of the district and shall have resided in the district one year preceding election; provided that when unincorporated territory is included with incorporated territory at least one trustee shall be an eligible freeholder of the unincorporated territory, if such there be residing in said district.
VOTER - Shall be a registered voter in the district.
West's Water Code App. §13-5; Deering's Unccd. Water Code §6176.5

CALIFORNIA WATER DISTRICTS

DIRECTOR - Shall be a registered voter in the district or division, if any.
VOTER - Shall be a registered voter in the district or division, if any.
Water Code §35177, §35178, §35188, §35189, §35190, §35212, §35213

COUNTY WATER DISTRICTS

DIRECTOR - Shall be a registered voter in the district or division, if any.
VOTER - Shall be a registered voter in the district or division, if any.
Water Code §30500, §30700, §30735

ORANGE COUNTY INDEPENDENT WATER DISTRICT

DIRECTOR - Shall be a resident of district.
VOTER - Shall be a registered voter in the district or division, if any.
West's Water Code App. §40-11; Deering's Unccd. Water Code §5683.9, §5683.11

MUNICIPAL WATER DISTRICTS

DIRECTOR - Shall be a registered voter in the district or division, if any.
VOTER - Shall be a registered voter in the district or division, if any.
Water Code §71170, §71250, §71453, §71501

LIBRARY DISTRICTS

TRUSTEE - Shall be a registered voter in the district.
VOTER - Shall be a registered voter in the district. Ed. Code §19611, §19702

DECLARATION OF CANDIDACY PROCEDURES

Candidates for school board member or special district director must file a Declaration of Candidacy between July 12, 2004 and August 6, 2004.

There is no filing fee. Nomination signatures are not required.

DECLARATION OF CANDIDACY

July 12, 2004 is the first day that candidates for school board members or special district directors may obtain the declaration of candidacy and candidate's statement of qualifications forms. Forms are available at the Registrar of Voters office 1300 S. Grand Ave Building C, Santa Ana.

Information to be completed by the candidate, on the declaration of candidacy form includes the candidate's name, occupation (ballot) designation, residence address, phone number. The declaration of candidacy includes a statement under penalty of perjury under the laws of the State of California that the information is true and correct. §10511

No person shall file nomination papers for more than one school or community college district office, including a county board of education office, at the same election. §10603 (c)

The candidate must take the Oath of Allegiance before the deputy receiving the form. (The Oath may alternatively be taken before a Notary Public.)

There is no filing fee. The last day to file as a candidate is **August 6, 2004, 5:00 p.m.**

The last day to withdraw as a candidate is **August 6, 2004, 5:00 p.m.** §10510, §10603

EXCEPTION: If a declaration of candidacy for an incumbent elective member of a school district or director of a special district is not filed by 5:00 p.m. on August 6, 2004, the filing period is extended until **5:00 p.m. on August 11, 2004**, for those offices in which the incumbent failed to file. During this extended period, candidates, other than the incumbent, may file a declaration of candidacy. This does not apply if there is no incumbent eligible to be reelected.

If the filing period is extended, as noted above, candidates for the extended office may withdraw from the election until **August 11, 2004, 5:00 p.m.**, the 83rd day before the election.

DATES OF TAKING OFFICE

Elected school board members and community college trustees take office on **December 3, 2004.** Ed. Code §5017

District officers, elected or appointed, take office at noon on **December 3, 2004.** §10554

Elected directors of Municipal Water District take office at noon on **January 7, 2005.**
Water Code §71253, GC §24200

BALLOT DESIGNATIONS FOR CANDIDATES

(§13107)

With the exception of candidates for Justice of the State Supreme Court or Courts of Appeal, immediately under the name of each candidate, and not separated from the name by any line, may appear at the option of the candidate only one of the following designations:

- (1) Words designating the elective city, county, district, state or federal office which the candidate holds at the time of filing the nomination documents to which he/she was elected by vote of the people, or to which he/she was appointed, in the case of a superior court judge.
- (2) The word "incumbent" if the candidate is a candidate for the same office which he/she holds at the time of filing the nomination papers, and was elected to that office by a vote of the people, or, in the case of a superior court judge, was appointed to that office.
- (3) No more than three words designating either the current principal professions, vocations, or occupations of the candidate, or the principal professions, vocations, or occupations of the candidate during the calendar year immediately preceding the filing of nomination documents. For purposes of this section, all California geographical names shall be considered to be one word. Hyphenated words that appear in any generally available standard reference dictionary, published in the United States at any time within the 10 calendar years immediately preceding the election for which the words are counted, shall be considered as one word. Each part of all other hyphenated words shall be counted as a separate word.
- (4) The phrase "appointed incumbent" if the candidate holds an office other than a judicial office by virtue of appointment, and the candidate is a candidate for election to the same office, or, if the candidate is a candidate for election to the same office or to some other office, the word "appointed" and the title of the office. In either instance, the candidate may not use the unmodified word "incumbent" or any words designating the office unmodified by the word "appointed." However, the phrase "appointed incumbent" shall not be required of a candidate who seeks reelection to an office which he/she holds and to which he/she was appointed, as a nominated candidate, in lieu of an election, pursuant to Education Code sections 5326 and 5328 or Elections Code sections 7228, 7423, 7673, 10229, or 10515.

Neither the Secretary of State nor any other election official shall accept a designation of which any of the following would be true:

- (1) It would mislead the voter.
- (2) It would suggest an evaluation of a candidate, such as outstanding, leading, expert, virtuous, or eminent.
- (3) It abbreviates the word "retired" or places it following any word or words which it modifies.

BALLOT DESIGNATIONS FOR CANDIDATES

(§13107)

(Continued)

- (4) It uses a word or prefix, such as “former” or “ex-,” which means a prior status. The only exception is the use of word “retired.”
- (5) It uses the name of any political party, whether or not it has qualified for the ballot.
- (6) It uses a word or words referring to a racial, religious, or ethnic group.
- (7) It refers to any activity prohibited by law.

If upon checking the nomination documents, the elections official finds the designation to be in violation of any of the restrictions set forth in this section, the elections official shall notify the candidate by registered or certified mail return receipt requested, addressed to the mailing address appearing on the candidate's nomination documents.

The candidate shall, within three days from the date of receipt of the notice, appear before the elections officer or, in the case of the Secretary of State, notify the Secretary of State by telephone, and provide an alternate designation.

In the event the candidate fails to provide an alternate designation, no designation will appear after the candidate's name.

No ballot designation given by a candidate shall be changed by the candidate after the final date for filing nomination documents, except as specifically requested by the elections official to change an unacceptable designation.

The designation shall remain the same for all purposes of both primary and general elections, unless the candidate, at least 98 days prior to the general election, requests in writing a different designation which the candidate is entitled to use at the time of the request.

In all cases, words so used will be printed in 8-point roman uppercase and lowercase type except that, if the designation selected is so long that it would conflict with the space requirements of sections 13207 and 13211, the elections official shall use a type size for the designation for each candidate for that office sufficiently smaller to meet these requirements.

Whenever a foreign language translation of a candidate's designation is required under the Voting Rights Act of 1965 (42 U.S.C. Sec. 1971), as amended, to appear on the ballot in addition to the English language version, it shall be as short as possible, as consistent as is practicable with this section, and shall employ abbreviations and initials wherever possible in order to avoid undue length.

BALLOT ORDER OF CANDIDATES

The Secretary of State shall conduct a drawing of the letters of the alphabet, the result of which shall be known as a randomized alphabet. The procedure shall be as follows: Each letter of the alphabet shall be written on a separate slip of paper, each of which shall be folded and inserted into a capsule. Each capsule shall be opaque and of uniform weight, color, size, shape, and texture. The capsules shall be placed in a container, which shall be shaken vigorously in order to mix the capsules thoroughly. The container then shall be opened and the capsules removed at random one at a time. As each is removed, it shall be opened and the letter on the slip of paper read aloud and written down. The resulting random order of letters constitutes the randomized alphabet, which is to be used in the same manner as the conventional alphabet in determining the order of all candidates in all elections. For example, if two candidates with the surnames Campbell and Carlson are running for the same office, their order on the ballot will depend on the order in which the letter M and R were drawn in the randomized alphabet drawing. The drawing shall be open to the public. A drawing will take place for each election date. **The date of the drawing for the general election will be August 12, 2004, 11:00 a.m.**

§13112

WRITE-IN CANDIDATES

Every person who desires to be a write-in candidate and have his/her name as written on the ballot of an election counted for a particular office shall file:

(a) A statement of write-in candidacy that contains the following information:

- (1) Candidate's name.
- (2) Residence address.
- (3) A declaration stating that he/she is a write-in candidate.
- (4) The title of the office for which he/she is running.
- (5) The party nomination which he/she seeks, if running in a primary election.
- (6) The date of the election.

(b) The requisite number of signatures on the nomination papers, if any, required pursuant to section 8062, 10220, or 10510. §8600

The statement of write-in candidacy forms and nomination papers shall be available from the Registrar of Voters on **September 6, 2004**. The statement and nomination papers shall be delivered to the Registrar of Voters no later than the 14th day prior to the election, **October 19, 2004, 5:00 p.m.** §8601

No fee or charge shall be required of a write-in candidate.

§8604

CANDIDATE'S STATEMENT OF QUALIFICATIONS
(§13307)

Each candidate for nonpartisan elective office in any local agency, including any city, county, city and county or district, may prepare a candidate's statement on an appropriate form provided by the elections official. The statement may include the name, age and occupation of the candidate and a brief description, of no more than 200 words, of the candidate's education and qualifications expressed by the candidate himself/herself. However, the governing body of the local agency may authorize an increase in the limitations on words for the statement from 200 to 400 words. The statement shall not include the party affiliation of the candidate, nor membership or activity in partisan political organizations. The statement shall be filed in the office of the Registrar of Voters when his/her nomination papers are returned for filing, if it is for a primary election, or for an election for offices for which there is no primary. The statement shall be filed in the office of the elections official no later than the 88th day before the election, if it is for an election for which nomination papers are not required to be filed. The statement **may be withdrawn, but not changed**, during the period for filing nomination papers and until **5:00 p.m.** of the next working day after the close of the nomination period.

NOTE: In the event that the nomination period for a particular office is extended because an incumbent eligible to be elected did not file nomination papers, a candidate's statement for that particular office may be withdrawn during the extended nomination period and until **5:00 p.m.** of the next working day after the close of the extended nomination period.

The Registrar of Voters will send to each voter, together with the sample ballot, a voter's pamphlet which contains the written statements of each candidate that is prepared pursuant to this section. The statement of each candidate will be printed in type of uniform size and darkness, and with uniform spacing.

All candidates' statements shall remain confidential until the expiration of the filing deadline.

§13311

The Registrar of Voters will estimate the total cost of printing and handling the candidates' statements filed pursuant to this section, and will require each candidate having a statement to pay in advance his/her estimated pro rata share as a condition of having his/her statement included in the voter's pamphlet. The Registrar of Voters will determine the cost for each candidate and will refund any excess amount paid within 30 days of the election. An invoice will be sent if any additional amount is required to be paid by the candidate.

In the event that a candidate pays for a statement by check and the check is returned by the bank due to insufficient funds, the candidate will have 24 hours to pay for the statement in cash, money order or certified check, or the statement will not be printed in the voter's pamphlet.

NOTE: Pursuant to minority language provisions of the Federal Voting Rights Act, Orange County is required to provide election materials in the Chinese, Korean, Spanish, and Vietnamese languages in addition to English. The materials covered by this Act include candidate statements. Therefore, all estimated costs include translating and printing candidate statements into the Chinese, Korean, Spanish, or Vietnamese languages. These materials will be provided to voters who have requested Chinese, Korean, Spanish, and Vietnamese language election materials.

CANDIDATE'S STATEMENT OF QUALIFICATIONS

(§13307)
(Continued)

Nothing in the foregoing shall be deemed to make any statement or the authors thereof free or exempt from any civil or criminal action or penalty because of any false, slanderous or libelous statements offered for printing or contained in the voter's pamphlet.

Before the nomination period opens, the local agency for that election shall determine whether a charge shall be levied against that candidate for the candidate's statement sent to each voter. This decision shall not be revoked or modified after the seventh day prior to the opening of the nominating period. A written statement of the regulations with respect to charges for handling, packaging, and mailing shall be provided to each candidate or his/her representative at the time he/she picks up the nomination papers.

For all candidates' statements filed on or before **August 6, 2004**, the public inspection period is **August 7, 2004 through August 16, 2004, 5:00 p.m.** For all candidates' statements filed during the extended filing period, the public inspection period is **August 12, 2004 through August 21*, 2004** at the Registrar of Voters office, in conformance with Elections Code section 13313.

**In most cases, if the last day falls on a Saturday, Sunday or holiday, use next business day.*

DEPOSIT AMOUNT REQUIRED FOR SCHOOL DISTRICT

CANDIDATE'S STATEMENT OF QUALIFICATIONS

<u>COMMUNITY COLLEGE DISTRICTS</u>	<u>200 words</u>	<u>400 words</u>
Coast Community College District	\$4,571	
North Orange County Community College District	4,792	
Rancho Santiago Community College District	3,033	
South Orange County Community College District	5,774	

HIGH SCHOOLS DISTRICTS

Anaheim Union High School District	2,418	
Fullerton Joint Union High School District	2,021	
Huntington Beach Union High School District	2,815	

UNIFIED SCHOOL DISTRICTS

Brea-Olinda Unified School District	1,224	
Capistrano Unified School District	2,936	
Garden Grove Unified School District	2,135	
Irvine Unified School District	1,812	
Laguna Beach Unified School District	1,241	\$2,081
Los Alamitos Unified School District	1,367	
Newport-Mesa Unified School District	2,127	
Orange Unified School District	2,068	
Placentia-Yorba Linda Unified School District	1,853	
Saddleback Valley Unified School District	2,274	
Santa Ana Unified School District	1,664	
Tustin Unified School District	1,597	

ELEMENTARY SCHOOL DISTRICTS

Anaheim City School District	1,631	
Buena Park School District	1,202	
Centralia School District	1,266	
Cypress School District	1,267	\$2,134
Fountain Valley School District	1,367	
Fullerton School District	1,574	
Huntington Beach City School District	1,586	
La Habra City School District	1,244	
Lowell Joint School District	1,105	
Magnolia School District	1,242	
Ocean View School District	1,565	
Savanna School District	1,151	
Westminster School District	1,402	

NOTE: The above noted amounts are based on: 200 word statement - two candidates filing statements for the same office; 400 word statement - one candidate filing a statement for the office. If more candidates file statements for the same office the actual cost per candidate will be less than the deposit amount. If only one candidate files a 200 word statement for an office, the actual cost of the statement will be significantly higher. Invoices will be sent or refunds will be made within 30 days of the election.

Any candidate needing information applicable to indigents should check with the election clerk.

**DEPOSIT AMOUNT REQUIRED FOR SPECIAL DISTRICT
CANDIDATE'S STATEMENT OF QUALIFICATIONS**

SPECIAL DISTRICTS		<u>200 word</u>	<u>400 word</u>
Capistrano Bay Community Services District		\$1,036	
Emerald Bay Service District		1,043	
Rossmoor Community Services District		1,107	
Surfside Colony Community Services District		1,038	
Three Arch Bay Community Services District		1,043	
Serrano Water District	Division 2, 3, 5	1,049	\$1,696
Silverado-Modjeska Park and Recreation District		1,046	
Costa Mesa Sanitary District		1,590	
Midway City Sanitary District		1,478	
Sunset Beach Sanitary District		1,046	
Surfside Colony Storm Water Protection District		1,038	
El Toro Water District		1,371	
Irvine Ranch Water District		2,515	
Moulton Niguel Water District	Division 1, 5, 6	1,190	
	Division 7	1,132	
Santa Margarita Water District		1,804	\$3,207
East Orange County Water District		1,424	
Rossmoor/Los Alamitos Area Sewer District		1,180	
Mesa Consolidated Water District	Division 1, 2, 3	1,139	
Santiago County Water District		1,046	
South Coast Water District		1,261	
Trabuco Canyon Water District		1,112	
Yorba Linda Water District		1,460	
Orange County Water District	Division 2	2,001	
	Division 3	2,058	
	Division 4	2,153	
	Division 6	2,251	
Municipal Water District of Orange County	Division 3	2,618	
	Division 4	2,728	
	Division 6, 7	2,871	
Buena Park Library District		1,351	
Placentia Library District		1,288	

NOTE: The above noted deposit amounts are based on: 200 word statement - two candidates filing statements for the same office; 400 word statement - one candidate filing a statement for the office. If more candidates file statements for the same office the actual cost per candidate will be less than the deposit amount. If only one candidate files a 200 word statement for an office, the actual cost of the statement will be significantly higher. Invoices will be sent or refunds will be made within 30 days of the election.

Any candidate needing information applicable to indigents should check with the election clerk.

WORD COUNT STANDARD

(§9)

The following are the guidelines for computing the word count:

Punctuation is not counted.

Dictionary wordsone word

The words "a", "the", "and", "an" are counted as individual words.

Geographical names - County of Orange, San Juan Capistrano one word

Abbreviations - UCLA, U.C.L.A., PTA, P.T.A., USMC, U.S.M.C. one word

Regularly hyphenated words appearing in any generally available standardone word
reference dictionary published in the United States within 10 years preceding the election.
Each part of all other hyphenated words shall be counted as a separate word.

Dates - all digits (4/8/98) one word

Words and digits (April 8, 1998)..... two words

Whole numbers - Digits (1 or 10 or 100, etc.) one word

Spelled out (one or ten or one hundred)each word counts as one word

Numeric combinations (1973, 18 1/2, 1971-73, 5%) one word

Monetary amounts (if the dollar sign is used with figures - \$1,000) one word

Spelled out (one thousand dollars)one for each word

Telephone numbers.....one word

Internet web site address.....one word

If the text exceeds the word limit, the candidate must delete or change a sufficient number of words, or a sentence, to put the statement within the required word limit before the statement is filed. The candidate should correct any misspellings before the statement is filed.

The submitted statement must be typed. No word will be printed in "ALL CAPS", bolded or underlined. The scanning equipment used by the Registrar of Voters office to produce camera ready copy for sample ballot printing has some limitations; therefore, the style of a candidate's statement must conform to the sample you will be given. The statement may include a description of the candidate's education and qualifications expressed by the candidate himself/herself.

The candidate must sign and date the statement before it is filed. All statements are confidential until the expiration of the filing deadline.

The candidate is required to pay the estimated cost of the statement and sign a deposit agreement at the time the statement is filed. When the statement is filed, a copy of the signed statement and the signed deposit agreement will be given to the candidate.

The statement must be filed at the same time that the declaration of candidacy is filed. The statement **may be withdrawn, but not changed**, during the period for filing nomination documents and until **5:00 p.m.** of the next working day after the close of the nomination period.

NOTE: If the nomination period is extended, because an incumbent, eligible to be elected, failed to file a declaration of candidacy, the next working day after the close of the extended filing period for the office is the last day that a candidate's statement may be withdrawn, but not changed.

CAMPAIGN DISCLOSURE FILING SCHEDULE
(Government Code §81000-§91015)

GENERAL ELECTION		
<u>TYPE OF STATEMENT</u>	<u>PERIOD COVERED</u>	<u>FILING DEADLINE</u>
1ST PRE-ELECTION	* JULY 1 - SEPTEMBER 30	OCTOBER 5, 2004
2ND PRE-ELECTION	OCTOBER 1 – OCTOBER 16	OCTOBER 21, 2004
LATE CONTRIBUTION	OCTOBER 17 - NOVEMBER 1	WITHIN 24 HOURS OF RECEIPT OF \$1,000
SEMI-ANNUAL	OCTOBER 17 - DECEMBER 31	JANUARY 31, 2005

*The period covered by any statement begins on the day after the closing date of the last statement filed, or January 1 if no previous statement has been filed.

The second pre-election statements must be sent by personal or guaranteed overnight delivery. All other type of statements (first pre-election, semi-annual) may be sent by first class mail.

FAILURE TO FILE OR LATE FILING OF CAMPAIGN DISCLOSURE STATEMENTS COULD RESULT IN MONETARY FINES.

Campaign statements containing 30 pages or less may be faxed provided that the required original (a copy containing an original signature of the committee treasurer) and the required copies are sent by first-class mail or by guaranteed overnight delivery service within 24 hours of the filing deadline.

**ALL CANDIDATES ARE REQUIRED TO FILE
CAMPAIGN DISCLOSURE STATEMENTS**

For detailed information on Campaign Disclosure Statements see the **2004 Campaign Disclosure Manual 2** of the Political Reform Act. The information manual is prepared by the Fair Political Practices Commission and it is included in each candidate's campaign disclosure kit.

If you plan on spending one thousand dollars (\$1,000) or more in a calendar year you will receive a campaign reporting kit when you file for office. The kit contains all the necessary forms and instructions for filing your required campaign disclosure statements.

If you plan on spending less than one thousand dollars (\$1,000) in a calendar year you will receive a form 470 (short form) when you file for office. Every candidate or officeholder who has filed a short form and who thereafter receives contributions or makes expenditures totaling one thousand dollars (\$1,000) or more in a calendar year, shall send written notification to the Secretary of State, the local filing officer, and each candidate contending for the same office within 48 hours of receiving or expending a total of one thousand dollars (\$1,000). The written notification shall revoke the previously filed short form statement. GC §84206

CAMPAIGN DISCLOSURE

(Continued)

For technical questions regarding completion of campaign disclosure forms, please contact:

Fair Political Practices Commission
428 J Street, Suite 620
Sacramento, California 95814
1-866-275-3772
www.fppc.ca.gov

WORKSHOPS WILL BE OFFERED ON HOW TO COMPLETE YOUR FORMS. PLEASE REFER TO THE **CAMPAIGN DISCLOSURE WORKSHOP FILER** FOR DATES AND TIMES.

CODE OF FAIR CAMPAIGN PRACTICES

At the time an individual is issued his/her declaration of candidacy, nomination papers, or any other paper evidencing an intention to be a candidate for public office, the elections official shall give the individual a blank form of the Code of Fair Campaign Practices (The Code) and a copy of the provisions of Chapter 5 of Division 20 of the Elections Code. The elections official shall inform each candidate for public office that subscription to the code is voluntary.

In the case of a committee making an independent expenditure as defined in section 82031 of the Government Code, the Secretary of State shall provide a blank form and a copy of the provisions of Chapter 5 of Division 20 of the Elections Code to the individual filing, in accordance with Title 9, (commencing with section 81000) of the Government Code, an initial campaign statement on behalf of the committee. §20440

The elections official shall accept at all times prior to the election, all completed forms which are properly subscribed to by a candidate for public office and shall retain them for public inspection until 30 days after the election. §20442

Every code subscribed to by a candidate for public office pursuant to Chapter 6 of Division 20 of the Elections Code is a public record open for public inspection. §20443

In no event shall a candidate for public office be required to subscribe to or endorse the code. §20444

POLITICAL ADVERTISEMENT REQUIREMENTS

Any paid political advertisement which refers to an election or to any candidate for state or local elective office and that is contained in or distributed with a newspaper, shall bear on each surface or page thereof, in type or lettering at least half as large as the type or lettering of the advertisement or in 10-point roman type, whichever is larger, the words "Paid Political Advertisement." The words shall be set apart from any other printed matter.

As used in this section "paid political advertisement" shall mean and shall be limited to, published statements paid for by advertisers for purposes of supporting or defeating any person who has filed for an elective state or local office. §20008

SIMULATED BALLOT REQUIREMENTS

- (a) Every simulated ballot or simulated sample ballot shall bear on each surface or page thereof, in type or lettering at least half as large as the type of lettering of the statement or words or in 10-point roman type, whichever is larger, in a printed or drawn box and set apart from any other printed matter, the following statement:

NOTICE TO VOTERS (Required by law)

This is not an official ballot or an official sample ballot prepared by the county elections official or the Secretary of State.

This is an unofficial, marked ballot prepared by _____ (insert name and address of the person or organization responsible for preparation thereof).

Nothing in this section shall be construed to require any such notice in any editorial or other statement appearing in a regularly published newspaper or magazine other than a paid political advertisement.

- (b) No such simulated ballot or simulated sample ballot shall bear any official seal or the insignia of any public entity, nor shall that seal or insignia appear upon the envelope in which it is mailed or otherwise delivered.
- (c) The superior court, in any case brought before it by any registered voter, may issue a temporary or permanent restraining order or injunction against the publication, printing, circulation, posting, or distribution of any matter in violation of this section, and all cases of this nature shall be in a preferred position for purposes of trial and appeal, so as to assure the speedy disposition thereof. §20009

ELECTION DAY - POLL WATCHING GUIDELINES

The election process is a public affair and anyone who wishes may observe. However, the vote of the individual citizen is secret, and no one may interfere with a voter's right to cast a secret ballot.

Members of the precinct boards are sworn election officials of the County of Orange and have complete responsibility for conducting all phases of the election in their precinct. Observers who are courteous will find them cooperative. However, certain standards are expected of observers. The Registrar's office has instructed Precinct Officers to ask unruly poll watchers to leave, and to ask for assistance from the local law enforcement agency if necessary.

- Poll watchers may not interfere in any way with the conduct of the election or with the vote count following the close of the polls. Any person who interferes with the election or with a voter is punishable by imprisonment in the state prison for 16 months or two or three years. §18502
- The election must be orderly. Do not talk in a loud voice, cause confusion, or congregate inside the polls. Do not ask to use the telephone or other facilities.
- The area between the official table and the voting booths is for voters only and may not be used as an observer post. §14221
- Poll watchers may not sit at the official table or handle any of the official voting equipment, supplies, or ballots. §14223
- Poll watchers may not wear candidate badges, discuss candidates, circulate any type of petition, solicit a vote or speak to a voter on the subject of marking his/her ballot, place a sign relating to voters' qualifications or speak to a voter on the subject of his/her qualifications, bring any campaign material into the polling place or do any electioneering within 100 feet of a polling place. The term "100 feet of a polling place" means a distance of 100 feet from the room or rooms in which voters are signing the Roster-Index and casting ballots. The blue "POLLING PLACE 100'" signs which are posted outside, indicate the 100 foot boundary for electioneering. §18370
- No one may be within 100 feet of a polling place while wearing a firearm or a peace officer or security guard uniform except: (1) An unarmed uniformed guard or security personnel who is at the polling place to cast his/her vote; (2) A peace officer who is conducting official business in the course of his/her public employment or who is at the polling place to cast his/her vote; (3) A private guard or security personnel hired or arranged for by a city or county elections official; (4) A private guard or security personnel hired or arranged for by the owner or manager of the facility or property in which the polling place is located if the guard or security personnel is not hired or arranged solely for the day on which an election is held. §18544

ELECTION NIGHT RESULTS

Orange County uses a central location for tallying votes. All ballots are tabulated in the Registrar of Voters Tally Center located at 1300 S. Grand Ave. Bldg. C, Santa Ana.

The vote counting procedure is open to public viewing. Unofficial results are available throughout the evening of the election in the Registrar of Voters office beginning at approximately 8:15 p.m. and continuing until all precinct ballots have been tallied. Results may also be obtained by calling the Registrar of Voters office at (714) 567-7600 or visiting our web site (www.oc.ca.gov/election).

PENAL PROVISIONS

- (a) The Legislature finds and declares that the voters of California are entitled to accurate representations in materials that are directed to them in efforts to influence how they vote.
- (b) No person shall publish or cause to be published, with intent to deceive, any campaign advertisement containing a signature that the person knows to be unauthorized.
- (c) For purposes of this section, "campaign advertisement" means any communication directed to voters by means of a mass mailing as defined in Section 82041.5 of the Government Code, a paid television, radio, or newspaper advertisement, an outdoor advertisement, or any other printed matter, if the expenditures for that communication are required to be reported by Chapter 4 (commencing with Section 84100) of Title 9 of the Government Code.
- (d) For purposes of this section, an authorization to use a signature shall be oral or written.
- (e) Nothing in this section shall be construed to prohibit a person from publishing or causing to be published a reproduction of all or part of a document containing an actual or authorized signature, provided that the signature so reproduced shall not, with the intent to deceive, be incorporated into another document in a manner that falsely suggests that the person whose signature is reproduced has signed the other document.
- (f) Any knowing or willful violation of this section is a public offense punishable by imprisonment in the state prison or in a county jail, or by a fine not to exceed fifty thousand dollars (\$50,000), or by both that fine and imprisonment.
- (g) As used in this section, "signature" means either of the following:
 - (1) A handwritten or mechanical signature, or a copy thereof.
 - (2) Any representation of a person's name, including, but not limited to, a printed or typewritten representation, that serves the same purpose as a handwritten or mechanical signature.

Every person who subscribes to any nomination petition a fictitious name, or who intentionally subscribes thereto the name of another, or who causes another to subscribe such a name to such a petition, is guilty of a felony and is punishable by imprisonment in the state prison for 16 months or two or three years. §18200

Any person who falsely makes or fraudulently defaces or destroys all or any part of a nomination paper, is punishable by a fine not exceeding one thousand dollars (\$1,000) or by imprisonment in the state prison for 16 months or two or three years or by both such fine and imprisonment. §18201

Every person acting on behalf of a candidate is guilty of a misdemeanor who deliberately fails to file at the proper time and in the proper place any nomination paper or declaration of candidacy in his/her possession, that is entitled to be filed under the provisions of this code. §18202

PENAL PROVISIONS

(Continued)

Any person who files or submits for filing a nomination paper or declaration of candidacy knowing that it or any part of it has been made falsely is punishable by a fine not exceeding one thousand dollars (\$1,000) or by imprisonment in the state prison for 16 months or two or three years or by both such fine and imprisonment. §18203

Any person who willfully suppresses all or any part of a nomination paper or declaration of candidacy either before or after filing is punishable by a fine not exceeding one thousand dollars (\$1,000) or by imprisonment in the state prison for 16 months or two or three years or by both such fine and imprisonment. §18204

A person shall not directly or through any other person advance, pay, solicit, or receive or cause to be advanced, paid, solicited, or received any money or other valuable consideration to or for the use of any person in order to induce a person not to become or to withdraw as a candidate for public office. Violation of this section shall be punishable by imprisonment in the state prison for 16 months or two or three years. §18205

Any candidate in an election or incumbent in a recall election who knowingly makes a false statement of a material fact in a candidate's statement, prepared pursuant to sections 11327 or 13307, with the intent to mislead the voters in connection with his/her campaign for nomination or election to a nonpartisan office is punishable by a fine not to exceed one thousand dollars (\$1,000). §18351

No person, on election day or at any time that a voter may be casting a ballot, shall, within 100 feet of a polling place or an elections official's office:

- (a) Circulate an initiative, referendum, recall, or nomination petition or any other petition.
- (b) Solicit a vote or speak to a voter on the subject of marking his/her ballot.
- (c) Place a sign relating to voters' qualifications or speak to a voter on the subject of his/her qualifications except as provided in section 14240.
- (d) Do any electioneering.

As used in this section "100 feet of a polling place or an elections officials office" means a distance 100 feet from the room or rooms in which voters are signing the roster and casting ballots.

Any person who violates any of the provisions of this section is guilty of a misdemeanor. §18370

- (a) No candidate or representative of a candidate, and no proponent, opponent, or representative of a proponent or opponent, of an initiative, referendum, or recall measure, or of a charter amendment, shall solicit the vote of an absentee voter, or do any electioneering, while in the residence or in the immediate presence of the voter, and during the time he/she knows the absentee voter is voting.
- (b) Any person who knowingly violates this section is guilty of a misdemeanor.
- (c) This section shall not be construed to conflict with any provisions of the federal Voting Rights Act of 1965, as amended, nor to preclude electioneering by mail or telephone or in public places, except as prohibited by section 18370, or by any other provision of law.

§18371

No one who holds, or who is seeking election or appointment to, any office shall, directly or indirectly, offer or arrange for any increase in compensation or salary for an employee of a state or local agency in exchange for, or a promise of, a contribution or loan to any committee controlled directly or indirectly by the person who holds, or who is seeking election or appointment to, an office. A violation of this section is punishable by imprisonment in a county jail for a period not

exceeding one year, a fine not exceeding five thousand dollars (\$5,000), or by both that imprisonment and fine.

GC §3205.5

SERVICES AVAILABLE TO CANDIDATES

INDICES

All candidates are entitled to purchase indices. These are printed lists of registered voters by precinct, listed by address with the street names arranged alphabetically and street numbers in numerical order for a given street name.

Each candidate may purchase up to two copies (sets) of indices for his/her own use or the use of his/her committee. These may be a complete set, including all precincts within the district in which the candidate is running, or a partial set, including some of the precincts in the district. Indices sell for 50 cents per thousand names or portion thereof. Indices may be ordered by filling out the proper form at the Registrar's office or by writing/faxing a letter to the Registrar's office requesting indices for a certain district. For further information, please call (714) 567-7615 or fax your request to (714) 567-7556.

MAPS

A set of precinct maps is located on our public counter. If you wish to purchase maps of the district in which you are a candidate, please contact our Map Unit at (714) 567-7586. They will supply you with the information needed to order maps.

POSTCARD REGISTRATION FORMS

For candidates and committees wishing to conduct registration drives to register voters, postcard registration forms are available at the Registrar's office from the Outreach Coordinator. You may obtain the amount of registration forms you deem necessary. You will be asked to complete a Statement of Distribution form at the time the forms are issued to you. For further information, please call (714) 567-7569.

COMPUTER PRODUCTS

Candidates may purchase the registered voter file on CD-ROM. The file is in alphabetical sequence and can be ordered with the names of all voters in Orange County or just the voters within a particular city or district.

The candidate must fill out a written request form containing a signed declaration that the data purchased will be used only for election purposes.

Products are usually available within seven days of placing the order (depending on job scheduling). The cost of the product is payable in advance at the time the product is requested. For further information, please call (714) 567-7615.

ABSENTEE BALLOT APPLICATIONS

Chapter 1 of Division 3 of the Elections Code was added to the Elections Code effective January 1, 1986. It states in part: The Secretary of State shall prepare and distribute to appropriate elections officials a uniform application format for an absent voter's ballot which conforms to the requirements of section 3006. All individuals, organizations and groups who distribute applications for an absent voter's ballot shall follow this format.

If you choose to distribute applications for absent voter's ballots, you will be asked to complete a Statement of Distribution Plan from the Registrar of Voters before receiving a camera ready copy of the application. You will be given a list of the application requirements and the Elections Code sections covering penal provisions.